

PEACE CORPS

Overseas Request for Quotation (RFQ) for Supplies/Services/Equipment

Date: January 24, 2020

Peace Corps intends to offer a firm-fixed price contract for Country Directors (CD) Conference services to be held in Livingstone, Zambia o/a **May 27 to June 6, 2020.**

Interested vendors should submit a quote for the services as described in this RFQ.

Quotes are due at the following address by **16:00 hours on February 10, 2020.**

Any questions regarding the RFQ may be address to the same person. No phone inquiries will be accepted. Offers received after the closing date will not be accepted.

Name: DMO
Address: Peace Corps, 71 A Chitemwiko Road, Kabulonga, Lusaka, Zambia
Email: ZM-Jobs@peacecorps.gov

A. Price/Period of Performance:

Services required are for Africa CD Conference facilities from o/a May 27 to June 6, 2020

Item	Description	Quantity	Unit price	Total Cost
001	Conference hall to accommodate 50-55 people from June 1-5, 2020 (amenities to include: tables and chairs for 50-55, WiFi, Projector, Screen and Sound System (including 3 microphones); Writing pads, pens, Flip charts)	1 room x 5 days		
002	1 small conference room to accommodate 5-10 people for May 27-28, 2020 (amenities to include: tables and chairs for 5-10 with writing pads, pens, flip charts)	1 X room x 2 days		
003	4 small conference rooms to accommodate 5-10 people for May 30-31, 2020 (amenities to include: tables and chairs for 5-10 in each room, WiFi, Projector and Screen in 1 of the 4 rooms; writing pads, pens, flip charts)	4 X rooms x 2 days		
004	Accommodation non-shared (Single bed) from May 27 – 28 Inclusive of English Breakfast	5 Pax x 2 nights (AF Region Staff)		

005	Accommodation non-shared (Single bed) from May 29 – June 2 Inclusive of English Breakfast	50 Pax x 5 nights (All participants)			
006	Accommodation non-shared (Single bed) from June 3 – June 5 Inclusive of English Breakfast	40 Pax x 3 nights			
007	Lunch Buffet with a non-alcoholic beverage June 1-3	50 Pax x 3 days			
008	Lunch Buffet with a non-alcoholic beverage June 4-5	40 Pax x 2 days			
009	2 coffee/tea breaks with light refreshments for both morning and afternoon: June 1-2	50 Pax x 2 days x 2 breaks			
010	2 coffee/tea breaks with light refreshments for both morning and afternoon: June 3-4	40 Pax x 2 days x 2 breaks			
011	1 coffee/tea break with light refreshments in morning: June 5	40 Pax x 1 day x 1 break			
012	0.33-0.5cl water bottles per schedule below	660 bottles			
013	Transport to/from airport	50 Pax x 2 trips			
Total					

Dates	Accommodation (Single)	Breakfast	Lunch	Tea AM	Tea PM	Drinking Water	Large Conf Rm	Small Conf Rm
27-May	5	0	0	0	0	0	0	0
28-May	5	5	0	0	0	0	0	1
29-May	50	50	0	0	0	0	0	1
30-May	50	50	0	0	0	100	0	4
31-May	50	50	0	0	0	100	0	4
1-Jun	50	50	50	50	50	100	1	0
2-Jun	50	50	50	50	50	100	1	0
3-Jun	40	50	50	40	40	100	1	0
4-Jun	40	40	40	40	40	80	1	0
5-Jun	40	40	40	40	0	40	1	0
6-Jun	0	40	0	0	0	0	0	0
TOTALS	380	415	370	220	180	620	5	10

Supplier Unit Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs. VAT should not be included as Peace Corps is VAT exempt.

Prices should be valid for a reduction or increase in the services provided by up to 20 percent.

Statement of Work/Specifications

Services required are for CD Conference facilities from May 28 - June 5 in accordance with the following specifications:

- As many as 50 standard single occupancy rooms for select dates inclusive of English breakfast as detailed above
- Round-trip transportation between conference facilities and Harry Mwanga Nkumbula International Airport in Livingstone
 - Transportation from Harry Mwanga Nkumbula (May 27 and May 28 2020) and transportation to Harry Mwanga Nkumbula International Airport for departing participants (June 5 and June 6, 2020)
 - Schedule will be provided to the hotel once flights are finalized
- Conference Room with air conditioners and internet access
 - one conference room to accommodate 50 participants ; 4 break away spaces or rooms to accommodate 10 participants each
- Access to large conference hall on evening of May 31 for set-up
- All rooms (Conference and Accommodation) should have functioning air conditioners and internet access 24/7 with full generator use guaranteed in cases of load shedding
- Food and beverages will be rendered by the vendor
- Opening session, breakfast, lunch, and breaks will be provided in a location other than the conference rooms
- Stand-by staff to assist with any issues that may arise related to information technology and Wi-Fi
- Conference rooms should be equipped with the following:
 - Audio connection
 - Overhead projector and screen in the large room (50 person capacity) and overhead projector and screen in 1 small room (10 person capacity); and
 - Stationery (Writing pads, pens, Flip charts)
- Wi-Fi Requirements for the Conference rooms:
 - Unlimited high speed wi-fi accessibility
 - Separate conference wi-fi network (from other venue/guests) preferred
 - No log in/log on procedures for participants
 - Ethernet capability for all computers in case of wi-fi issues or if a faster connection is needed
 - Extended Warranties offered by Supplier, if applicable.

B. Delivery Schedule

Delivery Date(s):

Item	Description	Date	Final Payment
001	Conference Package	May 28 – June 5, 2020	30 days after receipt of accurate and valid invoice

002	Accommodation inclusive of English Breakfast	May 27 - June 5, 2020	30 days after receipt of accurate and valid invoice
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Delivery Location:

POC Name: Katrina Kruhm

Mailing Address: Peace Corps, Box 507070, Lusaka, Zambia

Physical Address: Peace Corps, 71A Chitewmiko Road, Kabulonga, Lusaka.

Phone Number: +260-211-260-377

C. Acceptance Criteria

All rooms for Lodging, Conference rooms, equipment, kitchen, etc. must be ready for inspection by the Contracting Officer or his/her designee.

All rooms to be ready by 26-May-2020 by 12:00 hours.

All meals to be served per the prior agreed upon time.

D. Contract Terms and Conditions

Refund for any unoccupied rooms once Peace Corps notifies you no less than 5 business days in advance (shorter notice preferred).

Provide name of **CONTACT PERSON**. This will be the liaison person between the vendor and Peace Corps during the course of the event.

No rooms can be subcontracted to other lodges without prior written approval.

E. Peace Corps Payment Schedule and Terms

Supplier will receive a maximum of 35% upfront payment (lower amount preferred) before the workshop and final payment will be made 30 days after the conference and upon receipt of valid/accurate invoices presented to Peace Corps. The Supplier should provide its best terms.

F. Evaluation Factors:

Award will be made after consideration of the following factors as marked below:

- X Price
- X Past Performance/Reference Checks
- X Quality of Services offered
- X Payment terms (no advance payment or lower than 35% preferred)

X Cancellation terms

Award may be made to other than the low priced quote. The award will be made to the total quote that offers the best value in accordance with the above evaluation factors.

G. Instructions to Vendors:

- Please read RFQ in its entirety including factors that will be considered in making award in Section F.
- Return completed RFQ by due date as follows:
 1. Fill in prices in Section A. Please also provide payment terms including any advance payment requirements and cancellation policies.
 2. Unless delivery date(s) are provided, provide delivery date(s) in Section D.
 3. List/state any other terms or items in Section H not requested in the RFQ that is believed would benefit Peace Corps and would improve consideration for selection. These terms/items must not increase the prices quoted in Section B.
 4. Please, provide at least three (3) references for provision of similar service.
 5. Provide us with IT capabilities, including bandwidth, with the quotations
 6. Sign and return RFQ by required due date.

H. Other Terms/Items Offered at No Additional Cost:

SUPPLIER AUTHORIZED REPRESENTATIVE

Name: _____

Position/Title: _____

Signature: _____

Date: _____

Phone: _____

Email: _____